

CHAPTER 83 INSPECT TRIP RECORDS

Section 1 Background

1. WPMS ACTIVITY CODE: 1628

3. OBJECTIVE. The objective of this task is to determine whether the trip records maintained by a FAR Part 125 operator are in compliance with the FAR. Successful completion of this task results in an indication of compliance or noncompliance in the operator's file.

5. GENERAL. This inspection, usually accomplished during the operations base inspection, covers the inspection of the load manifest, flight release, airworthi-

ness release, and flight plans exclusively, as required by FAR §§ 125.383, 125.403, 125.405, and 125.411. The original or a copy of the load manifest, flight release, and flight plans must be retained at the principal operations base for at least 30 days after their use. A record of the airworthiness release must be kept for at least 60 days after issuance. Discrepancies found during this or any inspection must be documented for future use as items of proof in any possible enforcement investigation. If possible, make copies of proof for the district office and enforcement files.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of regulatory requirements in FAR Part 125, FAA policies, and qualification as an Aviation Safety Inspector (Operations).

B. Coordination. This task requires coordination with the principal operations inspector and the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References

- FAR § 91.83, 125.383, 125.403, 125.405 and 125.411
- Order 8700.1, General Aviation Operations Inspector's Handbook

B. Forms

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, WPMS Transmittal Form

C. Job Aids

- Portions of the Base Inspection Job Aid (See Chapter 72, Conduct A FAR Part 125 Operations Base Inspection)
- Inspection Evaluation Report, Figure 83-2
- Sample letter

5. PROCEDURES.

A. Review Previous Reports. If applicable, review the district office file on the operator to determine any areas requiring special emphasis during the inspection.

B. Schedule Inspection. Notify the operator of the inspection and schedule a date and time.

(1) If notifying the operator in writing, use the sample letter in Figure 83-1. Include the applicable portions of the Base Inspection Job Aid to identify the scope of the inspection.

(2) If notifying the operator by telephone, report the results on FAA Form 1522, Record of Visit, Conference, or Telephone Call, and include in the district office file on the operator.

C. Conduct Trip Record Inspection. Use appropriate information from the Base Inspection Job Aid to check the following items required by FAR Part 125, Subparts K and L.

(1) Load Manifest: See FAR § 125.383(a) for required content.

(2) Flight Release: See FAR § 125.403 for required content. Compare the minimum fuel required with the fuel weight shown on the load manifest.

(3) Airworthiness Release: If not accompanied by an airworthiness inspector, see FAR § 125.411(a)(2). Check that the method of providing information to the crew is established in the procedures and policies manual.

(4) Flight Plans: See FAR § 91.83. Note that when flight plans cannot be filed (remote locations or unusual circumstances), flights may be conducted if flight locating procedures are established in the procedures and policies manual.

(5) Determine Findings: Base decision on the items checked unsatisfactory on the pertinent portions of the Base Inspection Job Aid.

D. Debrief Operator.

(1) Advise the operator of any areas of noncompliance found during the inspection and indicate areas which must be corrected immediately.

(2) Provide a copy of the discrepancies to the operator using the Inspection Evaluation Report. (Figure 83-2)

(3) Prepare a letter outlining the discrepancies and the corrective actions for the principal operations inspector's signature (Figure 83-3). Send the original to the operator. Place a copy in the district office file on the operator.

E. File Task Completion Report at District Office.

(1) Portions of Base Inspection Job Aid

(2) Inspection Evaluation Report

(3) Letter confirming discrepancies

F. Make Appropriate WPMS Entries. Complete WPMS Transmittal Form, FAA Form 8000-36.

7. TASK OUTCOMES. The completion of this task results in one or more of the following.

- A. Completed Inspection Evaluation Report
- B. Partially completed Base Inspection Job
- C. Letter of discrepancies

9. FUTURE ACTIVITIES.

A. Follow-up inspection to verify that the operator is now following the proper procedures.

B. Routine, programmed surveillance and inspection.

C. Possible enforcement investigation if discrepancies constitute a violation of the FAR. (See Related Task #182, Conduct a Violation Investigation).

FIGURE 83-1 LETTER NOTIFYING OPERATOR OF INSPECTION

DOT/FAA LETTERHEAD

DATE

Operator name and address

Dear ____:

This letter is to inform you that personnel from this office will conduct an inspection of your company trip records on [date]. The purpose of this inspection is to determine that your record keeping requirements are in compliance with the provisions of FAR §§ 125.383, 125.402, 125.405, and 125.411.

Should you have any questions concerning this inspection, please contact this office at [telephone number].

Sincerely,

Signed by Principal Operations Inspector

FIGURE 83-2 INSPECTION EVALUATION REPORT

1. NAME OF ORGANIZATION:	2. CERTIFICATE NO.	3. LOCATION
<p data-bbox="250 489 837 520">4. AREA OR FUNCTION EVALUATED</p> <p data-bbox="250 743 1102 774">5. FAR SECTION AND/OR OTHER CONTROLLING DATA</p> <p data-bbox="250 997 846 1029">6. REQUIREMENT OF FAR (EXPLAIN)</p> <p data-bbox="250 1251 1382 1283">7. FINDING (EXPLAIN NONCOMPLIANCE - WHAT, HOW, WHEN, WHERE)</p>		

7. EXPLAIN NONCOMPLIANCE (CONTINUED)	
8. DOCUMENTATION SUBSTANTIATING NONCOMPLIANCE (ATTACH COPY)	
1.	
2.	
3.	
4.	
INSPECTOR'S SIGNATURE AND TITLE	
DATE:	

FIGURE 83-3 LETTER OUTLINING INSPECTION DISCREPANCIES

FAA letterhead

Operator's name and address

Dear ____:

This is to confirm the unsatisfactory findings of the station facility inspection conducted on [date] at [location].

- Cite all discrepancies
- Suggest corrective actions
- Indicate that failure to correct the discrepancies could result in an enforcement investigation
- Indicate a date for a follow-up inspection (30 days from the date of this letter)

If you have any questions concerning this matter, please contact this office at [telephone number].

Signed by POI

